

2.11. References: These will be numbered in square brackets, e.g. [7], or [11-13,17], in order of citation in the text. The Harvard system of citation will not apply. The list of references will be printed at the end of the paper. References to journal articles should contain the names and initials of all authors, year of publication in parentheses, abbreviation of the journal title according to current practice, volume number and inclusive page numbers. Articles may be cited as 'in press' only if a copy of the acceptance notice is supplied at the time of submission. References to books should include the names and initials of the author(s), year of publication, title of the book, name and initials of editor(s) in parentheses, volume, edition, inclusive page numbers, and name and location of the publisher. No part of the references should be underlined; 'and' should be used instead of '&;' authors' surnames should always be in lower case and precede authors' initials. Citations as 'unpublished' and 'personal communication' should be placed in the main text. Examples of journals (1) and books (2,3):

- [1] Diller, R., Stockburger, M., Oesterhelt, D. and Tiltoré, J. (1987) FEBS Lett. 217, 297-304.
- [2] Gomperts, B.D. and Fewtrell, C.M.S. (1985) in: Molecular Mechanisms of Transmembrane Signalling (Cohen, P. and Houslay, M.D., Eds.) Mol. Aspects Cell. Regul. vol. 4, pp. 377-409, Elsevier, Amsterdam, New York.
- [3] Robson, B. and Garnier, J. (1986) Introduction to Proteins and Protein Engineering, Elsevier, Amsterdam, New York.

2.12. Submissions on diskette: The manuscript, (three copies), floppy and a list of non-standard characters should be submitted in the usual manner. The preferred storage medium is a 5½ or 3½ inch disk in MS-DOS format, although other systems are welcome, e.g. Macintosh (in this case save your file in the usual manner, do not use the option 'save in MS-DOS format'); if you use NEC, please submit your article on a double density or high density 5½ inch disk or double density 3½ inch disk (not a high density 3½ inch disk). Please do not split the article into separate files (title pages as one file, text as another, etc.). Format your disk correctly and ensure that only the relevant file (one complete article only) is on the disk. Accurate keyboard practice is essential; for instance, 'one' (1) and 'cl' (l) must be clearly different. Non-reproducible characters should not be lost as a blank space in the file but be replaced by (a) character(s) not used elsewhere, and used consistently, e.g. using Γ (for capital gamma) and γ (for lower case gamma); the use of such non-standard symbols should be stated.

Recommended reading: Chicago Guide to Preparing Electronic Manuscripts. The University of Chicago Press, Chicago (1987). The Publisher is under no obligation to use the submitted floppy, but will make every attempt to ensure that it is used.

3. Preparation of Figures

3.1. All figures should be designed to economise on space, and ideally should be made to fit one printed column (width 8 cm). Half-tone figures should not be included in line drawings. Figures will be returned to authors only if requested when the manuscript is submitted.

3.2. Nucleic and amino acid sequences should be submitted as sharp, clean prints already reduced as much as possible to fit within a single-column (8.4 cm) or double-column width (17.6 cm), while retaining perfect legibility (e.g. to avoid confusion between the letters C and G). If a word-processor is used to generate the sequences, a letter-quality printer should be employed; matrix-printed characters do not reproduce. In reporting DNA sequences, presentation of a sequencing strategy is generally unnecessary. However, it should be confirmed by a statement in the Materials and Methods section that the sequence was determined on both strands.

3.3. Original half-tone figures should be very sharp, high-contrast photocopies and be designed to display relevant information only, avoiding disproportionately large labelling of lanes. Line drawings should not be included in half-tone figures. For photographs which require labels such as electropherograms, please supply the initial photographs mounted on white paper with lettering. Do NOT send photographs of photographs.

3.4. Symbols: The following symbols can be typeset and should be used in preference to non-standard forms:

△ ♦ ○ ◊ ⊖ ⊕ □ ★ ▲ ▽ ◆ • * × +

3.5. When preparing figures, particularly graphs, we urge authors to follow the suggestions of H.G. Hers (1984) Nature 307, 205. In particular: (1) Graph with more than one line: identify each by appropriate labelling. (2) Figure containing several panels with the same axes, usually denoted a,b, etc: indicate on each panel its experimental specificity. (3) Use one symbol for the same experimental condition in all comparable figures in the article. (4) If several symbols necessary: use the open circle (suggesting nothing added) for the control, e.g. experiment without (O) or with (◎) an addition or treatment. (5) Label axes as precisely as possible; e.g. 'Time after drug addition' rather than 'Time'. Also express results in mol rather than cpm or absorbance units, sparing readers the task of conversion. If results are given in percent, define 100% in standard units in the legend. (6) Legend: should be as short as possible, and could often be restricted to the title since, ideally, the figure would be intelligible without referring to the legend.

3.6. Colour reproduction: When these are essential to the understanding of a paper, figures may be reproduced in colour, at the authors' own expense. This will, however, lengthen the publication time. The price of a single printed full colour page is Dfl. 750.00, exclusive of sales tax. Two, three or four full colour pages in combination will cost Dfl. 500.00 per page ex sales tax.

4. Publication of Protein Structures If pertinent, authors should follow the suggestions stated in the Letters to the Editor in FEBS Lett. Vol. 380, pp. 301 & 302, 1996.

5. Ethics of Experimentation In scientific investigations in people the steps taken to avoid unjustified risk or discomfort should be stated. These should include peer review of the proposed investigation and informed consent by the subjects being investigated. Similarly the steps taken to protect animals from pain should be stated explicitly.

6. Proofs Proofreading will be undertaken by the Publisher. Unless strictly necessary and specifically requested on the title page and by the Editor, proofs will not be sent to authors. Proofs will be faxed to authors only for checking of typesetting accuracy; no change to the accepted manuscript will be allowed at this stage (see 2.9 above). Amendments to the contents of a manuscript at the proof stage will only be made after approval of the accepting editor. Extensive amendments may require an additional review round. Sending of proofs to authors will of course delay publication of those papers; to minimise this, authors should respond within 24 hours after receipt of their proofs.

7. Requests for Permission to Reproduce Material from Published Articles Authors wishing to reproduce figures, tables and text from articles published in *FEBS Letters* for non-commercial purposes may do so providing the original publication is acknowledged accordingly and the authors' approval is obtained. No special permission is needed from either the Publisher or the Managing Editor for this.

8. Reprints On acceptance of a paper the submitting author will receive an order form on which all authors' reprints of that article may be ordered, including the 50 free reprints. In addition, the author should supply supplementary material as requested under (a)-(d) on the form. The intact reprint order form should be returned as soon as possible to: *FEBS Letters*, Log-in Dept., Elsevier Science BV, PO Box 2759, 1000 CT Amsterdam, The Netherlands.

9. Editorial Matters Address all queries concerning accepted manuscripts to: *FEBS Letters*, Log-in Dept., Elsevier Science BV, PO Box 2759, 1000 CT Amsterdam, The Netherlands (FAX no. +31 (20) 4853271), specifying editor's code and manuscript number.

Notes to Authors

Editorial Policy Papers should be short, complete and essentially final reports. Papers not sufficiently sustained by experimental details will not be published. The overriding criterion is that a paper must be of sufficient immediate importance to the work of other investigators to justify urgent publication. *FEBS Letters* is not a repository for material which, though sound, does not meet this criterion (see cover page 2).

Extensive Information on FEBS Letters is now available via internet. The address is: <http://www.elsevier.nl/locate/scibalet> (for N. America: <http://www.elsevier.com/locate/scibalet>).

Subject Coverage Protein Chemistry, Enzymology, Biophysical Chemistry, Nucleic Acids, Protein Synthesis, Biochemical and Molecular Genetics, Cell Biology, Metabolism, Immunochemistry, Natural Products.

Submission Procedure The authors should submit their papers to the Editor who is the closest to their field of interest (rather than geographically): this accelerates the reviewing process. The full addresses of the Editors are given on page 2 of the cover. Papers may be submitted in English, French or German, with an abstract in English. Authors should include 3 self-addressed sticky labels and three extra copies of the title page with their manuscript to facilitate editorial handling and provide their fax and telephone numbers, and e-mail address on the title page to enable the Editor/Publisher to contact them on queries. Three copies of the paper should be submitted. The authors must also submit the paper in electronic form subject to the provisions in paragraph 2.12. This will accelerate the publication process and reduce the danger of misprints. Authors may not re-submit to other Editorial-Board Members a paper that has already been rejected.

We assume that the manuscripts submitted to us have been approved by all authors. If this assumption turns out to be incorrect, the manuscripts will be considered either as rejected or withdrawn, and not be published.

Submission of a paper to FEBS Letters is understood to imply that this has not been published in part nor is being considered elsewhere, and that all authors agree to the submission.

Minireviews and Hypotheses in FEBS Letters Minireviews and Hypotheses should be submitted to Professor M. Sarnat. The minireviews should, as a rule, be not more than 2500 words in length, preferably with fewer than 40 references and with 1-3 figures or tables. A short abstract (less than 100 words) and 4-6 key words should be included. The minireviews should be topical and of interest not only to specialists in the field but also to the general reader. Sufficient information should therefore be included in the Introduction to explain the background to non-specialists. The author(s) should use short descriptive subtitles. The papers labelled as Hypotheses should present novel ideas or new interpretations of established observations, and should be based on sound data and avoid excessive speculation. Personal views can also be expressed in minireviews.

1. General Arrangement of Research Letters The first page should carry the title, authors' names and affiliations (with full postal addresses, telephone and fax numbers, and e-mail address), no abstract up to six specific keywords and appropriate footnotes. The abstract should be less than 100 words and summarize the research problem and pertinent findings; the keywords should reflect significant factors of the investigation as a whole (see 2.7 below). On subsequent pages the Introduction (1.) should be followed by numbered sections: 2. Materials and methods; 3. Results; 4. Discussion. When appropriate these may be combined. Acknowledgements should precede References and not be included as a footnote. Figure legends (see 3 below) and tables should appear on separate sheets after References.

2. Preparation of Text

- 2.1. Manuscripts must be typewritten, double spaced with wide margins, on one side of the paper only.
- 2.2. The original manuscript and figures, and two copies of both, should be submitted to facilitate refereeing. Unless requested otherwise, only the top copy of a manuscript will be returned to the author if a paper is rejected.
- 2.3. The length of the submitted manuscript should be such that the final printed version does not exceed 5 pages, including the figure legends, tables and references. (As an approximate guide to authors for judging the length of their paper, the following estimation may be used: \Rightarrow 3 type-written A4 (double-spaced) pages = 1 printed page; 3 'average' figures plus legends = 1 printed page; 3 'average' tables = 1 printed page; 30 references = 1/2 printed page (1 full-length column).) The Editors will only accept longer papers when there are compelling reasons. Any repetition of information in the text and figures should be avoided.
- 2.4. Papers may be returned to authors for shortening and language correction. Revised versions returned more than two months after the original date of receipt will be considered as resubmissions and will carry only the date of receipt of the revised version.
- 2.5. The authors for correspondence and full postal address should be indicated in a footnote on the title page, with telephone and fax numbers and e-mail address.
- 2.6. If the paper is a dedication this should be indicated in a footnote on the title page.
- 2.7. **Keywords:** Authors are requested to consult the annual cumulative subject index of *FEBS Letters* or the list of subject headings from Index Medicus for preferred synonyms and standard abbreviations. A maximum of six keywords should be selected and included with the submitted manuscript. American spelling will be used and plural terms avoided where possible. The list submitted may be amended to ensure that index entries are consistent in the master index. General terms such as enzyme, membrane, etc. should not be used unless qualified, e.g. membrane phosphorylation, enzyme activation. Terms indicating the origin of the material studied such as rat, *E. coli*, etc. should only be added as a last keyword, e.g. Rat heart; Bovine uterus; CHO cell. Example: Gam, S., Holman, G. and Eisenenthal, R. (1986) *FEBS Lett.* 194, 126-130.

Title: Sugar transport in *Trypanosoma brucei*: a suitable kinetic probe

Keywords: Sugar transport; D-Glucose; Anhydro-D-glucitol, 1,5-; Deoxy-D-glucose, 1-; *Trypanosoma brucei*

- 2.8. **Nomenclature and abbreviations:** Authors should follow internationally agreed rules as set out in 'Biochemical Nomenclature and Related Documents' (A Compendium; 2nd Edn, 1992) International Union of Biochemistry and Molecular Biology, published by Portland Press, London and Chapel Hill, UK. Abbreviations should be expanded in a footnote on the title page.
- 2.9. Typescripts should be carefully checked before submission to obviate alterations after acceptance.
- 2.10. **Tables:** Tables should be used sparingly; they should be used only when the data cannot be presented clearly in the text. Authors are requested to consult recent issues of *FEBS Letters* for the proper table layout. The heading of the table should make its general meaning understandable without reference to the text.